

KARNATAKA PUBLIC SCHOOL, SOMAYAJALAHALLI

LEVEL-2 WORD PROCESSING WORKSHEET

STUDENT NAME _____

DATE:18/08/2021

1*8=8

I. Match the following

Column A

- a) Sub script
- b) Super script
- c) Strike through
- d) Change case
- e) Grow font
- f) Font Color
- g) Text highlight color
- h) Clear formatting

Column B

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 
- 6) 
- 7) 
- 8) 

II. Choose the correct alternative answer.

1*20=20

- 1. _____ can be used to break continuous text to one or more sentences
 - a) Using paragraphs
 - b) using aligns
 - c) using fonts
 - d) using modify
- 2. Paragraph group is available under _____.
 - a) Page layout Tab
 - b) Home Tab
 - c) Insert Tab
 - d) Mailings
- 3. Default tab stop position is _____.
 - a) 0.6
 - b) 0.5
 - c) 0.8
 - d) 0.9
- 4. _____ can be used for inserting information at the top of each page automatically.
 - a) Footer
 - b) Header
 - c) Margins
 - d) Orientation
- 5. Header option is available under _____ group in Insert Tab.
 - a) Header & footer
 - b) table
 - c) Symbols
 - d) paragraph
- 6. _____ can be used for inserting information at the bottom of each page automatically.
 - a) Footer
 - b) Header
 - c) Margins
 - d) Orientation
- 7. The Footer option is available under _____ group in the Insert Tab.
 - a) Header & footer
 - b) table
 - c) Symbols
 - d) paragraph
- 8. After selecting the text you need to click the _____ in the Font group to make the font size larger than the current font size.
 - a) Font size
 - b) Font face
 - c) Grow font
 - d) Shrink font
- 9. On selecting _____, the first character in the first word of the selected sentence will be converted to Capital Letter.
 - a) Sentence Case
 - b) Toggle case
 - c) Capitalize each word
 - d) Uppercase
- 10. On selecting _____, the first character in all the words of the selected sentence will be converted to Capital Letter.
 - a) Sentence Case
 - b) Toggle case
 - c) Capitalize each word
 - d) Uppercase
- 11. On selecting _____, the small letters in the selected text will be converted into capital letters and capital letters will be converted into small letters.
 - a) Sentence Case
 - b) Toggle case
 - c) Capitalize each word
 - d) Uppercase
- 12. On selecting _____, the selected text will be converted to Capital Letters
 - a) Sentence Case
 - b) Toggle case
 - c) Lowercase
 - d) Uppercase

13. On selecting _____, the selected text will be converted to Small Letters
 a) Sentence Case b) Toggle case c) Lowercase d) Uppercase

14. After selecting the text you need to click _____ in the Font group to make the selected text higher than the normal text position.
 a) Sub Script b) Super Script c) Grow font d) Clear formatting

15. After selecting the text you need to click _____ in the Font group to make the selected text lower than the normal text position.
 a) Sub Script b) Super Script c) Grow font d) Clear formatting

16. After selecting the text you need to click _____ in the Font group to make the font size smaller than the current font size by the specified point.
 a) Sub Script b) Shrink font c) Grow font d) Clear formatting

17. After selecting the text you need to click _____ in the Font group to make a strike through the middle of the selected text
 a) Strikethrough b) Super Script c) Grow font d) Clear formatting

18. After selecting the text you need to click _____ in the Font group to select the particular font style from the fonts listed.
 a) Font size b) Font face c) Grow font d) Shrink font

19. After selecting the text you need to click _____ in the Font group to select the particular font size from the values given.
 a) Font size b) Font face c) Grow font d) Shrink font

20. Symbol option is available under _____ group in the Insert tab.
 a) Illustration b) Symbols c) Text d) none of the above

III. Answer the following questions

2*6=12

1. write the steps to insert header in word processing.



2. write the steps to insert footer in word processing.



3. write the steps to insert symbol in word processing.



4. write the steps to insert  in word processing.



5. write the steps to insert clip art in word processing.



6. write the steps to insert equation in word processing.

